



# EMPLOYMENT OPPORTUNITY

## Town of Lexington

We are currently accepting applications for the full-time position of:

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### Assistant Town Manager for Development

*Anticipated start date August 2015*

Salary Range: \$102,499 - \$129,122  
*Plus fiscal year 2016 COLA to be determined*

*Excellent benefits package*

**The REQUIRED Town of Lexington application form, resume and cover letter must be received in the Town's Human Resource Department by Friday, June 19, 2015**

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#### GENERAL PURPOSE

Responsible for managing the operations of the following departments: Building & Zoning Administration, Conservation, Planning and Economic Development. Oversight of the regulatory function and enforcement for land development and management which includes planning, land acquisition, land use, zoning, environmental and wetlands protection, open space conservation, historic preservation and housing initiatives.

As a member of the Senior Management Team, participates in setting the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.

#### SUPERVISION RECEIVED

Reports to the Town Manager.

#### SUPERVISION EXERCISED

Supervise four (4) Departments; Building & Zoning Administration, Conservation, Planning and Economic Development, may oversee Health Department. Supervisory

activities include establishing work procedures and performance, providing performance feedback, conducting formal performance reviews, hiring and orientation of new employees, scheduling work hours and granting time off, and assigning and reviewing work. Oversees work done by contractors working for the Department, and occasionally supervise volunteer workers and interns.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Develop long- and short-term policies and programs to coordinate the Town's land use and planning; administer and enforce all related town and state bylaws and regulations related to land use and planning.

Works in consultation with the Town Manager, act as liaison to Town Counsel on issues of land use and litigation with boards or committees where staff support is provided, such as land acquisition, housing regulatory agreements, tax increment financing, and certain CPA projects related to historic resources, open space and community housing. Assist Town Counsel in the preparation of materials involving development litigation. May participate in negotiations on settlement offers dealing with litigation dealing with land development.

Provide oversight of Center initiatives.

Negotiate and insure compliance over Transportation Demand Management and Traffic Mitigation agreements.

Provide oversight and insure compliance with the restrictions placed on properties (Town and private) purchased or improved with Community Preservation Act funds.

Complete Requests for Proposals in order to attain new projects; provide project management for a variety of planning and land management assignments; set work priorities and ensure timeliness of task completion; and work with consultants to ensure quality service.

Provide support to division managers, Town staff and the public in areas pertaining to planning, land development, land use, zoning, environmental and wetlands protection, open space conservation, historic preservation and housing initiatives.

Provide support to the Regional Housing Services office.

Prepare and present annual budget for department and monitor budget.

Recommend changes in the fee structure for the publications and services the Department provides.

Prepare and manage grant applications for the Town for Federal or State grants.

## **QUALIFICATIONS**

### ***Experience and Training Guidelines***

Master's Degree from an accredited college or university in public administration, urban planning, economic development, or related field, and ten (10) years of increasingly responsible experience in municipal administration, planning, regional planning, or community or economic development, including six (6) years of administrative or supervisory responsibility; or any equivalent combination of education and experience.

### ***Knowledge of:***

Operations, services and activities of a municipal planning and development function.

Principles and practices of planning and development program administration; application of economic development theory to urban issues; short and long-term planning methods; program development; administration and evaluation; project management; staff supervision, training and performance management; and municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

### ***Ability to:***

Communicate effectively both verbally and in writing; excellent public relations skills to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers.

Lead and direct the operations, services and activities of a municipal development department.

Develop and administer department goals, objectives, and procedures.

Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility.

Research, analyze and evaluate new service delivery methods and techniques.

Identify and respond to community, staff, Boards and Board of Selectmen issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend courses of action.

Prepare and administer budgets; prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State, and local policies, laws and regulations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time*
- *operating office equipment including computer, copier and telephone*
- *traveling to various work locations.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice.*

Maintain mental capacity that permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *estimating time and materials needed for projects*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing mathematical and statistical computations*
- *communicating clearly*
- *responding to questions.*

Effectively handle a work environment and conditions that involve:

- *working closely with others*
- *working with the public*
- *working outside of normal office hours, as required.*

## **TOOLS AND EQUIPMENT USED**

Office equipment (personal computer, telephone, calculator, copier, facsimile, etc.), and passenger vehicle, and G.I.S.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, walk, use hands to finger, handle, or feel and reach with arms and hands. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral

vision, depth perception, the ability to adjust focus and distinguish colors.

## **WORK ENVIRONMENT**

Work is performed mostly in office settings. Some outdoor work is required to visit parcels under consideration. The noise level in the work environment is usually quiet in the office, and moderate in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **APPLICATION PROCESS**

All applicants are required to complete a Town application form, available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

**CORI screening required.**

**Application and resumes must be received in the Town's Human Resource Department by Friday, June 19, 2015.**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4590